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Coordinated Program in Dietetics
STUDENT HANDBOOK

University of Idaho
College of Agricultural and Life Sciences

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WELCOME

Welcome to the University of Idaho Coordinated Program in Dietetics (CPD)! You are among a select few who will become part of one of the most dynamic professions. In this student handbook, you will find a wide range of topics written to inform you of the program history, mission, goals, and policies of which will guide your professional development. CPD faculty members welcome you to the professional phase of CPD with great expectations for your success and achievements.

History of the Program

The Consortium Coordinated Program in Dietetics sponsored by the Eastern Washington University (EWU) and University of Idaho (UI) admitted its first junior class in the Fall of 1976 and received accreditation from The American Dietetic Association (ADA) in 1981. Both universities admitted eight students from their respective schools. The consortium was reaccredited in 1986, with another ADA site visit scheduled for April, 1991. Due to budget decreases, EWU withdrew its support for the consortium program in January, 1991. At that time, Dean Larry Branen of the College of Agriculture and Director Peggy Pletcher of the Margaret Ritchie School of Home Economics offered their support for the continuation of the Coordinated Program in Dietetics (CPD) at UI. (School changed its name to Family and Consumer Sciences in 1993.) Documentation for developmental accreditation was submitted and approved for the UI CPD in 1991. The program received official accreditation in 1995. As of 2009, the University of Idaho Coordinated Program in Dietetics is currently granted continuing accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, phone: (312) 899-0040, ext. 5400.

Program Description

The CPD is based in Moscow, Idaho at the UI. The University is a publicly supported, comprehensive land-grant institution with principal responsibility in Idaho for performing research and granting the Doctor of Philosophy degree. The university is a member of the National Association of State Universities and Land-Grant Colleges and is accredited by the Northwest Association of Schools and Colleges. About 11,600 students from all states and 73 foreign countries choose programs from a vast array of disciplines. There are more than 900 faculty members in teaching and research, and 2,200 staff and professional personnel. Moscow, the University's "hometown" is a thriving community of more than 20,000 friendly people located in the northern part of the state about 90 miles southeast of Spokane, Washington.

Students are admitted to the professional phase of the program for their junior year after completing approximately 70 credits of prerequisite courses. Preliminary courses include classes from the university general education core, courses in family and consumer sciences, and those needed to meet Academy knowledge requirements. Following application and interview, the successful candidate enrolls in the professional classes based in Moscow for Fall and Spring semesters of their junior year. A student adequately completing coursework and supervised practice of the first year is scheduled for the next academic year in Coeur d'Alene and Supervised Practice Facility locations.

During the senior year, students rotate through community, clinical, and management facilities for their supervised practice in Spokane/Coeur d'Alene. Depending on goals, abilities, and location of his or her home, the culminating experience for the student is located in a variety of health care facilities in either Washington, Idaho or Oregon: Spokane, Medical Lake, Coeur d'Alene, Boise, Nampa, Twin Falls, Lewiston, Moscow, or Ontario.

MISSIONS and VISION

Academy Mission
Empower members to be the nation's food and nutrition leaders.

Academy Vision
Optimize the nation's health through food and nutrition.

University Mission
The University of Idaho is a high research activity, land-grant institution committed to undergraduate and graduate-research education with extension services responsive to Idaho and the region's business and community needs. The university is also responsible for regional medical and veterinary medical education programs in which the state of Idaho participates.

The University of Idaho will formulate its academic plan and generate programs with primary emphasis on agriculture, natural resources and metallurgy, engineering, architecture, law, foreign languages, teacher preparation and international programs related to the foregoing. The University of Idaho will give *continuing emphasis* in the areas of business, education, the liberal arts and physical, *life,* and social *sciences*, which also provide the core curriculum or general education portion of the curriculum. (UI Mission Statement - adopted by the Board of Regents, August 9 – 10, 2007).

Program Mission
In accordance with the mission of the University of Idaho, the Coordinated Program in Dietetics exists to provide baccalaureate education for students who are seeking to become Registered Dietitians (RD).

PROGRAM PHILOSOPHY, PURPOSE, GOALS and OUTCOMES

Program Philosophy
The philosophy of the University of Idaho Coordinated Program in Dietetics is to prepare decisive, knowledgeable, and highly skilled food and nutrition professionals capable of meeting the social, political, and technological challenges of society. Successful graduates will be effective communicators with various populations: patients, clients, consumers, employers, and professionals. They will be critical thinkers and knowledge seekers, networking with others in the task of life-long learning. Exposure to a variety of experiences in clinical, community, and foodservice facilities will provide students with opportunities to become creative and innovative leaders in the dietetic profession.

Purposes of the CPD
The purposes of the CPD are to:

1. prepare graduates for general and community dietetics in a variety of settings and professional roles,
2. provide a foundation for graduate education,
3. stimulate a desire for professional growth and life-long learning,
4. contribute to the well-being of the local population through service in educational, advocacy and leadership activities, and
5. prepare dietitians who are sensitive to human, social and economic diversity in a dynamic global environment.

Program Goals

Program goals are derived from the program mission and philosophy.

1. The Program faculty will recruit, increase and retain the number of students who complete the Coordinated Program in Dietetics (CPD).
2. The Program will prepare graduates to be competent entry-level dietitians in clinical dietetics, foodservice administration, and community nutrition.
3. The Program will prepare graduates to enter the dietetics profession and successfully be employed as registered dietitians.
4. The Program's resources will be used effectively and efficiently.

University Student Learning Outcomes

Associated with our program goals are the University student learning outcomes which become desired attributes of an educated person and guide coherent, integrated and intentional educational experiences.

1. Learn and integrate. Through independent learning and collaborative study, attain, use and develop knowledge in the arts, humanities, sciences and social sciences, with disciplinary specialization and the ability to integrate information across disciplines.
2. Think and create. Use multiple thinking strategies to examine real world issues, explore creative avenues of expression, solve problems and make consequential decisions.
3. Communicate. Acquire, articulate, create and convey intended meaning using verbal and non-verbal methods of communication that demonstrate respect and understanding in a complex society.
4. Clarify purpose and perspective. Explore one's life purpose and meaning through transformational experiences that foster an understanding of self-relationships and diverse global perspectives.
5. Practice citizenship. Apply principles of ethical leadership, collaborative engagement, socially responsible behavior, respect for diversity in an interdependent world and service-oriented commitment to advance and sustain local and global communities.

Program Objectives

Program objectives provide direction to professors in developing the curriculum. Objectives also represent the action plan and basis for program evaluation for both students and professors. The UI CPD curriculum has been designed to:

1. provide the opportunity to use the Internet, electronic mail, electronic library resources, and dietetic computer software in program classes. This will enhance students' communication with other professionals and increase access to statewide, national, and international information.
2. provide opportunities to develop critical thinking skills in all program classes,
3. enhance students' personal strengths, communication skills, self-confidence, and self-esteem during one-on-one instruction, personal interviews, and group interactions,
4. increase students' abilities to critically self-evaluate their performance and plan strategies for self-improvement,
5. annually attain 100% pass rate by UI CPD graduates on the registration examination, and
6. receive positive program evaluation from CPD graduates.

Program objectives are measured for their effectiveness by:

1. analysis of class assignments,
2. review of course projects that require critical thinking,

3. review of personal strength and improvement list maintained for each student,
4. feedback from preceptors during community, clinical, and food service management supervised practice rotations,
5. analysis of registration examination scores, and analysis of graduate surveys.

GENERAL INFORMATION

The dietetics major combines clinical nutrition, community nutrition, and foodservice management into a profession long valued for its service to people. Students typically apply to the CPD during Spring semester of the sophomore year. Coursework in the junior year is completed at the Moscow campus. During the senior year, students take classes in Coeur d'Alene, Idaho while participating in clinical, community, and management experiences. During the two-year professional phase, students complete over 1200 hours of supervised practice experience in a variety of settings. Following graduation, students are eligible to take the Registered Dietitian (RD) exam to become registered and begin practicing as a dietitian in a variety of settings.

The CPD at the UI is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995.

The University of Idaho Coordinated Program in Dietetics has a community nutrition concentration. Students will receive over 280 community nutrition supervised practice hours in a variety of practice settings including community education centers, public health programs, food distribution centers, grocery stores and outpatient programs. The following competencies/learning outcomes are met through this concentration:

1. Communicate in a clear, concise manner, using terminology appropriate to community-based audiences and work with the media to promote community nutrition.
2. Take into account participants' culture, age, social and economic needs when planning and delivering community nutrition programs.
3. Demonstrate sensitivity to participants' beliefs and values relating to food and nutrition when delivering community nutrition programs.
4. Incorporate principles of nutrition and healthy lifestyles in nutrition education classes/workshops.
5. Use evidence-based methods for education and counseling to promote behavior change in community settings.
6. Demonstrate the ability to teach nutrition through food in community nutrition settings.
7. Write measurable behavioral objectives for community nutrition education programs.
8. Evaluate the effectiveness of community nutrition education programs.
9. Choose developmentally appropriate concepts, materials, and methods to deliver nutrition education.
10. Understand poverty and hunger issues and work in communities to alleviate hunger and food insecurity.

The Coordinated Program in Dietetics is implemented the 2008 Eligibility Requirements and Accreditation Standards for Coordinated Programs in Dietetics from the Accreditation Council for Education in Nutrition and Dietetics. Students entering the CPD in fall 2010 will be impacted by program changes during this implementation process.

Application to the CPD

Admission into the CPD requires an application, references and an interview. The Family and Consumer Sciences/Coordinated Program in Dietetics website contains directions and required forms:

http://www.agls.uidaho.edu/fcs/students/CPD.htm

Please read directions thoroughly before downloading and completing the application. Contact your academic advisor or CPD Director if you have questions.

Credit for Prior Experience Toward Supervised Practice Hours
To award credit for supervised practice completed at other schools, students need to provide the following information: name and level of course, pre-requisite courses, course syllabus, and name of course text, if applicable. To evaluate and give credit for prior work experience, students need to provide the length of time (dates, number of hours), names and qualifications of supervisors, and detailed description of the experience. A set of experiences may only be used for one exempted course.

Faculty will compare the experience to UI program experiences and decide whether or not to accept the request to credit the experience toward the number of required supervised practice hours.

Pre-Program Experience

Approximately 40 hours of volunteer or employed time under the direction of a registered dietitian in a foodservice facility, clinical and/or community setting are highly recommended for admittance to the UI CPD. This experience provides insight into the field of dietetics and opportunity for the student to assess the appropriateness of this career for him or her.

Program Alternates
If a high number of qualified applicants apply to the program, several program alternates may be selected. Program alternates are considered part of the class and complete all CPD courses, supervised practice experiences, and activities during the junior year. Alternates are required to meet all CPD policies and requirements as outlined in the student handbook. If program policies are not met (including less than a grade of B or 80% in any CPD required FCS course), CPD alternates will be dismissed from their position as an alternate. Probation or warning status will not be given to program alternates.

In the event that another student is unable to complete the program, an alternate is invited to fill that placement. Alternates will be selected to fill positions based upon ranking during the application process. Notification of ranking (first alternate, second alternate, etc.) will be provided to applicants when offered an appointment as an alternate. If a position does not become vacant during the junior year, CPD faculty will work with alternates to identify available options. Accepting an appointment as an alternate does not guarantee a position in the CPD.

Admittance of graduates from other dietetics programs

Graduates from other dietetics programs, who are interested in applying to the CPD, will be treated on a case by case basis. Late applications or graduates requesting to start the CPD senior year will only be accepted if space is available. Late applications are defined as those submitted during the months of April to August.

If requesting admittance to the CPD senior year, graduates will need to meet all academic requirements (courses) and Academy competencies (supervised practice) provided in the CPD junior year. Exceptions to that policy would be credits that could be waived due to a) previously completed equivalent courses, b) previously completed equivalent supervised practice, c) work experience, or d) credit completed via independent study.

CPD faculty members will review the graduate's transcript and resume. If qualifications of the graduate are deemed acceptable, the individual will be invited to complete the CP application process in the late period of April to August or if appropriate during the annual process in March.

<u>Curriculum in the CPD</u>

1. FCS courses in the two-year professional dietetic curriculum are designed to be taken in sequence, since learning objectives and concepts build upon preceding coursework. Exceptions to the specific curriculum sequence can be made with several FCS courses: Nutrition Related to Fitness and Sport (FCS 305), Global Nutrition (FCS 411), Feeding Young Children in Group Settings (FCS 435), Eating Disorders (FCS 462), Nutrition in the Life Cycle (FCS 486), and Nutrition Education in the Life Cycle (FCS 492). If any of these courses is taken prior to program admittance, it need not be repeated during the professional phase of the program unless the student does not earn a grade of B (80%) or higher.

2. Students are required to take all FCS program courses as scheduled within the two-year professional curriculum.

Supervised Practice

1. Program faculty members, in conjunction with facility preceptors, decide the placement of students in supervised practice sites during Fall semester of the senior year. **Students do not arrange their own clinical/community/foodservice management rotations for supervised practice.**

2. Students provide a resume and information about themselves to clinical preceptors for both clinical and foodservice experiences. This includes information on the student's perceived strengths and weaknesses, work experiences prior to and during the program, major projects and/or reports completed, diet instructions given, small group or in-service presentations or other pertinent information (Appendix E – Student Information for Preceptors).

3. A number of policies apply to this supervised practice:
    a. During the senior practicum experience, each student will complete a minimum rotation of eight weeks, 40 hours per week, in each major emphasis area. The work hours and schedule are to be determined by the preceptor and instructor.
    b. The assigned schedule may vary each week, but students will be prepared to work the assigned shift, early or late, and the assigned days, including weekends.

c. As a professional, no time clock is punched. Students remain on the job for time required to complete assigned responsibilities for the day.
d. Students will not be allowed to alter hours to meet vacation needs. Any changes in the originally approved schedule must be approved in advance from the instructor and preceptor.
e. The final grade for each senior practicum experience is mutually determined by consultation of university faculty and facility preceptor(s).

STUDENT RESPONSIBILITIES

Mutual Responsibility

Acceptance of a student for enrollment in the UI CPD constitutes an agreement of mutual responsibility. The student's part of this agreement is to accept and respect established CPD policies and rules, Academy's Code of Ethics, the regulations of UI, and to act responsibly and in a manner appropriate to these regulations and policies. Students are requested to complete and sign the student agreement prior to the start of fall semester, junior year. For enrollment in the CPD, students are required to declare a major in foods and nutrition - dietetics option. As part of this mutual responsibility agreement, CPD faculty members also agree to carry out their commitment to higher education and to provide students high quality instruction and experiences.

Required Documentation by Student

Physical Examination

Entrance into the CPD is contingent upon the satisfactory completion of a physical examination. Hospital facilities require various laboratory tests. Verification of rubella screening also must be documented and presented to facility personnel upon request. Medical History Forms will be provided to students upon acceptance to the CPD. Forms are to be completed and returned to the program director prior to supervised practice of the junior year.

SERVSAFE® Certification and Food Handler's Permit

During the junior year, all students are required to obtain SERVSAFE® certification offered through the FCS 387 Food Systems Management course. Senior students are required to have a current food handler's permit during their fall semester in Spokane. An on-line class, exam and a small fee ($10.00) are required to obtain the permit. Visit http://www.srhd.org/links/food.asp for class information. Exams are taken at the Spokane Regional Health District, 1101 West College Avenue, Spokane, Washington. Hours are 8:30 a.m. - 3:30 p.m., Monday through Friday. The initial permit is issued for a two-year period; permits are then renewed for three years. The five year permit is available to anyone who has taken the ***SERVSAFE®*** course and who is renewing their card.

Idaho and Washington Background Check

Before being placed in Moscow and Spokane facilities, students are required to have background checks by the Latah County Sheriff's Office under UI policy and by the Washington State Patrol under the Child/Adult Abuse Information Act. Each year, junior students complete forms and are fingerprinted by the Idaho State Police. Senior students' names are submitted to the Washington State

Patrol for review of any criminal record. Additional background checks may be required by the CPD and/or the supervised practice facilities. Students are responsible for all related costs.

The UI policy requires students who have contact with children to complete a fingerprint screening. Fingerprints are completed and money is paid to the Latah County Sheriff and the Idaho State Police for the screening. The cost is typically $16 - 20 for the procedure. Details of the procedures are provided during the CPD orientation each year.

Insurance

Each student is responsible for purchasing his/her own insurance (auto, health, and accident). Health insurance may be purchased through the University. Students must show evidence of having obtained personal health and accident insurance. Clinical facilities require that all students have malpractice liability insurance. The University covers UI students and no fee is required. Students are not covered by Worker's Compensation in any facility, including UI.

Program Evaluation
Approximately every six weeks, students are asked complete an electronic survey through Survey Monkey to evaluate program experiences. This assists faculty in improving the program and responding to students' concerns, while also providing students with evaluation experience. The survey link will be distributed to students through e-mail.

Laptop Computer
Students are required to have a laptop computer to use both in the classrooms and in their supervised practice facilities. A laptop computer encourages a variety of learning modalities, allows for greater student participation in evaluation and class research, and supports a “Go Green” effort.

Cell Phones
Cell phone use is not allowed in classes and community, management, and clinical facilities. Cell phones must be turned off at all times.

Registration and Financial Obligations

Registration
After consulting with an advisor, students are solely responsible for registering for classes.

Student Expenses and Services
Students pay the regular tuition and fees required at the university. Books and supplies, lab coats, health insurance, nametags, physical exams, and registration fees for professional meetings are additional expenses. Field trips may be scheduled periodically, for which the student will be responsible for transportation and per diem costs.

Students are eligible for the following services and activities: health center services, a student identification card, library use privileges, and admission at a student rate to athletic and other university-sponsored public events.

For juniors entering the CPD in 2010, **estimated** costs are listed below:

2009-2010 Fees – Full time students
$2,466 per semester (Idaho resident)
$7,506 per semester (non-resident)

2010 Estimated costs for CPD (2 years)

Textbooks, supplies	2,000
Clinical Dietetics fee (senior year)	400
Lab coats, shoes, professional attire, nametag	500
ADA membership	100
Meetings and travel	400
Physical exam	120
Idaho State Police and Background Checks	60
Laptop Computer	$500
Medical Insurance	2,780
Total	$6860

Financial Aid

Federal financial aid can be awarded in the form of loans, grants, and/or student employment. Additional assistance is available from the University and the State of Idaho in the form of scholarships, tuition waivers, short-term loans, and student employment. More information and applications are available from the Office of Student Financial Aid Services located in the Student Union Building. Most funds are awarded to students who meet the priority date that falls in early February for the following academic year. Pell Grants (first-time bachelor degree students only) and Stafford Loans are available throughout the year without regard to the priority date. To be considered for all available programs, a new student must complete and return the application for admission and University of Idaho Financial Aid Application by the priority date. The student must also complete the Free Application for Federal Student Aid (FAFSA) and mail it to the processor so that it will be received by the priority date. Students who are continuing at the University must follow the same process, except they do not need to reapply for admission unless they are returning after an absence.

Several scholarships are available for students enrolled as a Family and Consumer Sciences major who meet the priority date and have the required grade point average or other qualifications. Dietetic students are also encouraged to apply directly to Academy to be considered for their national scholarship program. Several UI students have received Academy scholarships.

Housing and Transportation

Students are responsible for their own housing. Inquiries regarding on-campus housing should be addressed to the Director of Student Housing Services, Residence Halls Office, Wallace Residence Center, University of Idaho, Moscow, Idaho 83844-2010. Additional housing is available in Moscow and the surrounding area. Information may be requested from the Moscow Chamber of Commerce, 411 S. Main, Moscow, or the Housing Referral Office, Student Union Building, University of Idaho.

Students are responsible for transportation to clinical facilities, meetings, and special assignments when in Moscow, Coeur d'Alene, Boise, Nampa, Spokane, or other clinical locations.

PROFESSIONAL BEHAVIOR GUIDELINES

Lifestyle, Dress and Conduct

Students have the opportunity to set a good example to their patients and clients by leading a healthy lifestyle. Dietetic students not only study appropriate nutrition, exercise, and rest habits, but should practice them as well.

Because dietitians and dietetic students present a particular image to the patient, a neat, professional appearance is very important. In some situations, certain attire is recommended or required. For example, junior and senior students wear clean and pressed lab coats for clinical and many foodservice administration assignments. In the Moscow School district, aprons are worn in place of lab coats. Check with the supervisor at each facility for specific requirements for dress and conduct.

In foodservice areas and laboratories, *enclosed leather shoes* are required and those with non-skid rubber or crepe soles are required.

Nametags should be worn when in the clinical/foodservice facilities and community nutrition sites. Whenever in a foodservice area, a hair restraint must be worn with hair worn off the shoulders and securely pinned away from the face. Students should wear a hairnet or cap in these locations if required by the facility. Avoid wearing nail polish or perfume/cologne in foodservice or clinical areas. The smell of cigarette or cigar smoke can be very offensive to patients and clients; therefore, one should refrain from smoking prior to a clinical assignment or rotation. Only non-dangling, non-obtrusive earrings (maximum of two in each ear) can be worn in clinical, community or foodservice areas. Tattoos and body piercing should not be visible during any lab or supervised practice including nose rings.

Professional dress is expected for class presentations, tours, field trips, guest speakers, health fairs, and professional meetings or anytime you are representing the CPD. Because you will work in professional settings, your best guideline is conservative dress. Students need to avoid wearing jeans, tank tops, flip-flops/sandals, tight-fitting clothes, extremes in fashion, or clothes revealing cleavage or torso. Professional attire for women includes medium length skirts and dresses and/or casual professional slacks coordinated with appropriate top and/or jacket. Professional attire for men includes casual professional slacks, shirt and tie. Because of the importance of professional dress to your future career and job prospects, this issue will also be discussed during the CPD meetings.

Guidelines for Clinical, Community and Foodservice Management Facilities

1. Do not chew gum or use tobacco, alcohol, or drugs while in clinical facilities.

2. All hospital-related materials and information are confidential. Do not discuss any patient information in any public place, especially elevators, lounges, or cafeteria. Use only initials when referring to patients in written case studies, reports, or log books. Do not repeat gossip or discuss personality conflicts with co-workers. All information obtained through patient assessment and clinical rounds is to remain strictly confidential. Sharing of information with instructor, preceptor, or appropriate health professional should only be done in an appropriate location and not in a public area.

3. Microorganisms are more prevalent in the hospital; therefore, avoid mouth contact with hands, pencils, etc.

4. Telephones in the clinical facilities are for business purposes ONLY. Cell phones and pagers are to be turned off during class, lab periods and supervised practice times.

5. Conversation should be kept at a minimum and at a discreet volume while moving through hallways and patient areas within a clinical facility.

6. Arrive at the clinical facility before the stated time to start work. This allows time to be prepared for your assignment. Be sure that the clinical instructor or preceptor knows your general whereabouts when in the clinical facility. *It is the student's responsibility to call the facility and the instructor if unable to arrive as scheduled.*

7. Class attendance hours for clinical experiences meet the minimum Academy requirements. If clinical clock hours are missed at any time, the student must complete those hours at another arranged time. Extra hours accumulated from additional class experiences or assignments cannot be used to replace "missed" clinical hours.

8. As a professional courtesy, instructors are to be addressed by their appropriate title (Doctor, Professor, Miss, Mrs., or Mr.).

<u>Ethical Behavior in the Profession of Dietetics</u>
Code of Ethics – Academy and Accreditation Council for Nutrition and Dietetics

As a professional accredited program, it is our obligation and responsibility to adopt a code of ethics. The Code of Ethics established by the Academy and its Accreditation Council for Education in Nutrition and Dietetics is to be upheld by all members.

PREAMBLE
The Academy for Nutrition and Dietetics and its credentialing agency, the Accreditation Council for Education in Nutrition and Dietetics, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values
and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the *public clients, the profession, colleagues, and other professionals*. The current Code of Ethics was approved on June 2, 2009 by the Academy Board of Directors, House of Delegates, and the Accreditation Council for Education in Nutrition and Dietetics.

APPLICATION
The Code of Ethics applies to the following practitioners:
(a) In its entirety to members of the Academy who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
(b) Except for sections dealing solely with the credential, to all members of the Academy who are not RDs or DTRs; and
(c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of Academy.

All individuals to whom the Code applies are referred to as "dietetics practitioners," and all such individuals who are RDs and DTRs shall be known as "credentialed practitioners." By accepting membership to the Academy and/or accepting and maintaining Accreditation Council for Education in Nutrition and Dietetics credentials, all members of the Academy and credentialed dietetics practitioners agree to abide by the Code.

PRINCIPLES

Fundamental Principles

1. **The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.**
2. **The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by the Academy and its credentialing agency, Accreditation Council for Education in Nutrition and Dietetics.**

Responsibilities to the Public

3. **The dietetics practitioner considers the health, safety, and welfare of the public at all times.**
   The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
4. **The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.**
   a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
   b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
   c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
5. **The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.**
   a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
   b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
   c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
6. **The dietetics practitioner does not engage in false or misleading practices or communications.**
   a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
   b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
   c. The dietetics practitioner provides accurate and truthful information in communicating with the public.
7. **The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.**

a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.
b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

Responsibilities to Clients

8. **The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.**
9. **The dietetics practitioner treats clients and patients with respect and consideration.**
   a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
   b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.
10. **The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.**
11. **The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).**

Responsibilities to the Profession

12. **The dietetics practitioner practices dietetics based on evidence-based principles and current information.**
13. **The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.**
14. **The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.**
15. **The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.**
    a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
    b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.
16. **The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.**
17. **The dietetics practitioner accurately presents professional qualifications and credentials.**
    a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials ("RD" or "Registered Dietitian"; "DTR" or "Dietetic Technician, Registered"; "CS" or "Certified Specialist"; and "FADA" or "Fellow of the Academy of Nutrition and Dietetics") only when the credential is current and authorized by CDR.
    b. The dietetics practitioner does not aid any other person in violating any CDR requirements,

or in representing himself or herself as CDR-credentialed when he or she is not.

18. **The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.**

Clarification of Principle:

a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner's professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner's judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.

b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.

c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner's professional judgment.

d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner's ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

Responsibilities to Colleagues and Other Professionals

19. **The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals**

a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.

b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

POLICIES

Coordinated Program in Dietetics

STUDENT RIGHTS

Your rights as a student are delineated in the booklet 2009-2010 *Policies and Information of Interest to Students* which can be found online at
http://www.webs.uidaho.edu/riskmanagement/PolicyInfoStudents0910.pdf

Statement of Equal Rights

University of Idaho protects student civil rights with the following statement of equal opportunity:

"It is UI policy to prohibit and eliminate discrimination on the basis of race, color, national origin, religion, sex, age, disability, or status as a Vietnam-era veteran. This policy applies to all program services and facilities, and includes, but is not limited to, applications, admission, access to programs and services, and employment. Such discrimination is prohibited by titles VI and VII of the Civil Rights Act of 1964, title IX of the Educational Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam ERA Veterans' Readjustment Assistance Act of 1974, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act Amendments of 1978, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, and other federal and state statutes and regulations" (UI Faculty-Staff Handbook, 3150).

Any questions and concerns about the application of these laws and regulations may be directed to the affirmative action officer, 885-6591; director of the Office for Civil Rights, U.S. Department of Education, or to the director, Office of Federal Contract Compliance Programs, U.S. Department of Labor.

In the UI Student Code of Conduct, article VII, Discrimination, it reads:

"1. Any violation of the basic rights of a human being is contrary to the very nature of a university. The regents' anti-discrimination policy is as follows:

a. Practices or regulations that discriminate on the basis of race, color, national origin, religion, sex, age, disability, or status as a Vietnam-era veteran, as each of these bases is defined by law are neither condoned nor permitted in any area of UI operations, including personnel appointments, student admissions, housing assignments, use of dining halls, classrooms, or other facilities, or in any activities of the faculty, staff, or students that may be commonly regarded as sponsored or sanctioned by UI".

Minimum Wage Ruling

Students are supervised during a variety of experiences in several facilities. Students, however, are not employees within the meaning of the Fair Labor Standards Act. The U.S. Department of Labor publication entitled "Employment Relationship Under the Fair Labor Standards Act," dated February 1973 indicates that students are not employees if all of the following circumstances surrounding their activities apply:

1. the training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school;
2. the training is for the benefit of the trainees or students;
3. the trainees or students do not displace regular employees, but work under their close observation (i.e., the trainee will consult with a supervisor before making a decision);

4. the employer providing the training derives no immediate advantage from the activities of the trainees or students, and on occasion his operations may actually be impeded;
5. the trainees or students are not necessarily entitled to a job at the conclusion of the training period; and
6. the employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.

Protection of Private Information

1. "Students shall be protected from improper disclosure of data from their disciplinary records. Such data shall only be made available: (a) in cases of legal compulsion, (b) when the student's written permission is secured, or (c) to persons within UI who are directly involved in the disciplinary proceedings established in the statement, and then only to the extent that consultation of the record is essential to determine the charge against the student or to determine penalties, and (d) provided that transcripts of academic record shall not contain information about disciplinary action except when such action affects the eligibility of the student to continue as a member of the academic community.

2. "Information about a student contained in academic and counseling records shall be considered confidential. Information about the views, beliefs, and associations of students acquired by instructors and advisors may be released only with the written consent of the student. However, judgments of ability and character may be provided. Information accumulated in counseling students on personal problems of a private or confidential nature shall be available only to those persons authorized by the student's written permission.

3. "Information in academic and counseling records may be released only when: (a) such release is legally compelled, (b) the student gives written authorization for such a release, (c) faculty and staff members have adequate reasons, as defined by the faculty, to consult academic records, or (d) individual students are neither identified nor identifiable in statistical summaries of academic records" (UI Faculty-Staff Handbook, 3320 Section V).

4. Upon request, a student may view his/her personal file in the presence of the program director or Coeur d'Alene based faculty member. Student files are kept in a secured location in the director's office, Niccolls Building or in the Coeur d'Alene based faculty member's office.

Grievance about Grades

1. If a student deems reduction of a grade unfair, he or she may appeal through the appropriate departmental administrator and college dean, and finally to the Academic Hearing Board. (2009-2010 Policies and Information booklet for students.)

2. Students are advised to use this same protocol, with the exception of adding the program director to the list of contacts, for any type of grievance: 1) Instructor, 2) CPD Director, 3) Director of FCS, and 4) Dean of College.

ACADEMIC POLICIES

Student Accountability

Attendance

1. Class attendance: Due to the nature of the content in CPD courses, it is required that students attend all classes and labs.
2. Clinical attendance: Attendance is mandatory and required for all clinical experiences.
3. Arrive at class, lab or clinical facility prior to the start time for class or supervised practice.

Classroom Courtesy

1. Students who enter the classroom after the start of class or leave prior to the end of class will be considered absent. The behavior is considered unprofessional.
2. Professional behavior and respect for others and diverse viewpoints are expected in class at all times.
3. Permission of the instructor is necessary to tape a class or to bring a guest to class.

Course Assignments

1. Written work should be typed and professional in appearance. This includes using adequate margins in spacing, as well as correct grammar, spelling, and referencing.
2. Referencing formats will be at the discretion of the instructors; however, the most common will be APA or that used in the *Journal of the Academy of Nutrition and Dietetics*.

Late Assignments

1. Students are expected to complete all course assignments in accordance with the course syllabus and submit assignments by the listed or verbally stated times and due dates.
2. The grade for an unexcused late assignment will be reduced by 15 - 20% of the total point value each day that the assignment is late.
3. Consequence for non-submittal of an assignment may include course failure.
4. Individual faculty may include additional information regarding late or omitted assignments in course syllabi.

Missed Exams and Quizzes

1. If a student must miss an examination or quiz due to illness or an unexpected event, the student is required to contact the professor before the exam or quiz.
2. If a student misses an examination or quiz, a minimum of 15 - 20% grade reduction on the missed exam may occur if the reason is not deemed reasonable by the professor or prior notice was not given for the absence.

Student Travel

1. A student's travel time *to* clinical, administrative, and community facilities or practicum sites does not count as either preparation time or experience time *in any course* taken during the dietetic program.
2. Time during *inter-site* travel is considered *acceptable* clinical time.

Holidays and Vacation

1. Students follow the academic calendar of the university or the clinical schedule in their respective facility in regard to holidays and vacations.
2. Students are not allowed to take special examinations or alter their lab schedule for the purpose of leaving the institution or facility before the end of the semester or rotation.

Outside Employment

1. The CPD involves a very comprehensive and intensive curriculum. The course load and demands on students' time are such that it is very difficult for students to successfully complete classes and simultaneously hold an outside job.
2. Holding an outside job during the academic year is strongly discouraged. Scheduling of CPD classes, labs, and professional activities take priority over employment.

Advancement Policy

Criteria

Once admitted to the CPD, the student must meet certain criteria to advance through the program. Those criteria include:

1. Earn a grade of "B" (80%) or better in all required CPD courses.
2. If a student receives below a B in a required program course, the student is removed from regular appointment and is placed on probationary status. This policy serves as a protection for the student. In order to pass the national RD exam, one needs to achieve 80% of the possible score.
3. Exhibit professional behavior in the classroom and clinical practice at all times.
4. If a student exhibits unprofessional behavior or unsafe clinical behavior, this will constitute as an inappropriate *incident*. (See Appendix B – Incident Report)

   Examples of unprofessional/unsafe clinical behavior include, but are not limited to:

   a. two or more late assignments in a CPD course
   b. two or more unexcused absences or tardiness to class
   c. chronic lack of participation in the classroom
   d. disrespect exhibited toward peers, faculty, or preceptors
   e. inappropriate or foul language
   f. refusal to work with another person based on the individual's personal beliefs, race, culture, or religious preference

g. failure to display stable mental, physical or emotional behavior(s) which may affect another's well being
h. use of any substance that may impair clinical judgment or be harmful to self or others
i. dishonesty
j. cheating or plagiarism
k. failure to maintain confidentiality in interactions or records
l. attempting activities without adequate orientation, skill preparation, or appropriate assistance

Probation and Warning Status

1. Unprofessional or unsafe clinical behavior
   a. A student whose pattern of unprofessional or unsafe clinical behavior, whether within a semester or from semester to semester, is found to be excessive (i.e. 3 *incidents*) will be removed from a regular appointment in the program. At that time, the student will be placed on probation and counseled to change behavior.
   b. Students will be notified by the Director when an incident has occurred and been recorded. When the student is placed on probation or warning status, documentation is completed and placed in his or her personal file (see Appendix C – Notification of Probationary or Warning Status).
   c. Students have one month or until the end of the respective semester to change the inappropriate behavior. If the behavior remains unchanged, the probationary status will be advanced to a warning status. Prior to this warning period, students and faculty meet and agree to a plan for behavior change (see Appendix C – Notification of Probationary or Warning Status).
   d. A warning status is a period of one month in which the student has the opportunity to change the inappropriate behavior.
   e. If the unprofessional or unsafe clinical behavior continues through the warning period, the student participation in the professional phase of the CPD will be terminated.

2. Academic performance

   Academic actions that result in probation include:
   a. failure to complete any pre-requisite courses as listed on the student's application form,
   b. less than a grade of B or 80% in any CPD required FCS course, or
   c. unsatisfactory rating from any supervised practice preceptor.
   d. Each CPD student is required to maintain a minimum cumulative grade point average (GPA) of 2.8 (on a 4.0 scale) for continuation in a regular appointment in the program.
   e. In some cases such as cheating, plagiarism, or dishonesty, the student may receive a grade of F for assignment or exam.
   f. Any student receiving an unsatisfactory rating from facility preceptors, which is mutually substantiated by the CPD clinical instructor, will be

required to complete additional work with the details listed in a contract, and placed on probation.

3. Policies regarding university academic probation for students are found in the 2008-2009 UI General Catalog.

Termination or Resignation

1. If unprofessional or unsafe clinical behavior continues through the probationary and warning periods, a student's participation in the professional phase of the CPD will be terminated.
2. If a student fails to maintain the minimum grade standard in more than one required CPD course or a minimum cumulative GPA (2.8), the student's participation in the professional phase of the CPD will be terminated.
3. If a student receives less than a B grade in two or more CPD courses, the student's enrollment in the program will be terminated.
4. Students terminated from the CPD for any reason may follow the appeal procedures as outlined in the current Policies and Information booklet for Students.
5. Resignation: If the student finds it necessary to resign from the program, he/she must submit a letter of resignation to the Director of the CPD. If a student discontinues in the program after the beginning of classes, the position held by that student shall cease to exist. If the student should choose to later reapply to the CPD, he/she will be considered on an equal basis with all other applicants.

PROFESSIONAL POLICIES

ADA, IDA, Memberships and Meetings

1. Upon acceptance into the UI CPD, students are required to join the Academy of Nutrition and Dietetics with concurrent membership in the Idaho Academy of Nutrition and Dietetics. Academy membership is expected during the junior and senior years in the program, which is considered the professional phase of the program. If desired, students can also join Academy prior to the professional phase.

2. Students are expected to participate in local professional meetings and activities that occur during the CPD. This includes regional dietetics meetings. Students will be advised of upcoming professional meetings that complement their didactic activities.

3. When attending regular professional meetings, students are asked not to take handouts until all regular members have received copies. CPD faculty will make additional copies for students, if necessary. If a registration fee is required for attendance at any meeting, students will be expected to pay the appropriate fees. Handout materials and packets are part of the registration fee in this case.

4. If the annual Idaho Academy meeting is in Northern Idaho (Coeur d'Alene, Moscow or Lewiston) junior students are required to attend and participate in the meeting. Example: In April 2013, the Idaho Academy meeting will be in Coeur d'Alene/Post Falls and arrangements will be made to allow the junior students to attend and participate.

During the two-year professional curriculum, students are required to attend one state/national meeting of their choice [Idaho Academy meeting, Washington Academy meeting, or Academy Food and Nutrition Conference and Exhibition (FNCE)]. If the meeting attendance is during spring of the senior year, this assignment will count as part of the student's final grade for FCS 472 Clinical Dietetics II and FCS 488 Food Service Management Practicum.

GRADUATION AND POST-GRADUATE POLICIES

Graduation

1. Graduation requirements are listed in the current University of Idaho 2009-2010 General Catalog and on the UI website.

2. Candidates for degrees must pay the diploma fee and file an application for baccalaureate with the Dean of Agricultural and Life Sciences. See the Registrar's webpage for specific graduation requirements and application procedures (http://www.students.uidaho.edu/registrar).

3. Upon graduation and successful completion of the program, students will receive an AcademyVerification Statement. This allows the graduate to take the Registration Exam for Dietitians.

Job and Career Placement

1. Career planning and placement services are available to all students. A principal feature of the UI Career Services Center is the establishment and maintenance of a placement file for each registrant seeking employment.

2. The files contain educational and experiential data as well as recommendations in conformance with the Educational Rights and Privacy Act. Throughout the year, representatives of business, industry, government, and education come to the center to interview student and alumni registrants.

3. The center also maintains a part time and summer placement system, and provides weekly newsletter publications that list employment opportunities.

APPENDICES

Coordinated Program in Dietetics

Appendix A: Student Agreement for Participation in CPD

I, _____, do not accept the appointment into the CPD.

I, _____, accept my appointment in the CPD. Before accepting this appointment, I have read, understood, and agree to uphold the following: (Please **initial** each statement to illustrate your understanding and agreement.)

_____ I have read and will follow the policies listed in the CPD Student Handbook.

_____ I have read and understand the Code of Ethics, and I will abide by them.

_____ If I must miss class or supervised practice due to illness, death, or emergency in the family, I will contact my instructor or preceptor prior to the class or experience. I understand that supervised practice must be rescheduled and completed.

_____ I must obtain at least a B (80%) in all CPD courses required for membership in the Academy of Nutrition and Dietetics, to remain in and graduate from the CPD.

_____ I must maintain an accumulated grade point average of 2.8 to remain in and graduate from the CPD program.

_____ I understand the conditions for probationary status and termination from the program.

_____ I am responsible for arranging my own housing and transportation.

_____ I am required to attend local dietetic meetings, and lectures presented by visiting dietetic professionals.

_____ I am required to attend one state dietetic association meeting. For the meeting, I will be responsible for my own expenses, meeting registration, transportation, and lodging.

_____ I am aware that this is a very intense, demanding, professional program and outside employment is strongly discouraged.

_____ I must submit evidence of a satisfactory health exam before participating in supervised practice.

_____ I must obtain the ServSafe® certification in FCS 387, which is offered during the first phase of the professional program.

_____ I must obtain a background check in Idaho and Washington, and a food handler's permit in Washington before participating in supervised practice in the respective states.

_____ If I withdraw from the program for any reason, I will not be guaranteed reentry to the program. Readmission will depend upon space availability and faculty recommendation. No preference will be given to reentry students.

_____ _____ _____ _____ _____

Signature Date

3/84, Revised 4/89, 7/90, 2/91, 8/91, 8/93, 8/96, 8/98, 7/99, 8/01, 8/02, 8/04, 8/05, 8/06, 2/09, 1/11

Appendix B: Incident Report

Name of Student:_____ Date of report:_____

Course and/or Location: _____

Date and Description of Incident:

Signature of Preceptor/Instructor: _____

Signature of Student: _____

Nature of Incident:

☐ Supervised practice incident

☐ Academic policy violation

☐ Unprofessional behavior

☐ Other

Appendix C: Notification of Probationary or Warning Status

This form is to be downloaded and printed. After discussion among the student, faculty member and Director, the form is signed and placed in the student's file. During the probationary or warning period, encouragement and direction will be given by all CPD faculty members to assist the student in correcting the inappropriate professional behavior or sub-standard academic performance.

Date:_____

_____ (student's name) has been placed on probationary/warning status due to the following performance during the designated time period. The reason for this action stems from failure to meet the following policy(ies) on page _____ as listed in the CPD Student Handbook. Incident reports attached.

Performance and time period:

_____

_____

Policy:_____

Actions to remove the probationary or warning status, which have been agreed upon by both student and faculty member in the noted time period, include the following:

Actions:

_____

_____

_____

Time Period: _____

Student:_____(signature)

Faculty:_____(signature)

Director:_____(signature)

Appendix D: Foundation Knowledge and Competencies/Learning Outcomes for the Coordinated Program in Dietetics

FOUNDATION KNOWLEDGE FOR DIDACTIC CURRICULUM CONTENT	COMPETENCIES/LEARNING OUTCOMES FOR DIETITAN EDUCATION SUPERVISED PRACTICE

1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice	
Knowledge Requirement	**Competencies/Learning Outcomes**
KR 1.1. The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice. Examples of evidence-based guidelines and protocols include the ADA Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites.	**Upon completion of the CP, graduates are able to:** CP 1.1 Select appropriate indicators and measure achievement of clinical, programmatic, quality, productivity, economic or other outcomes CP 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature (such as the ADA Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice CP 1.3 Justify programs, products, services and care using appropriate evidence or data CP 1.4 Evaluate emerging research for application in dietetics practice CP 1.5 Conduct research projects using appropriate research methods, ethical procedures and statistical analysis
2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.	
Knowledge Requirements	**Competencies/Learning Outcomes**
KR 2.1. The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice. KR 2.2. The curriculum must provide principles and techniques of effective counseling methods. KR 2.3.The curriculum must include opportunities to understand governance of dietetics practice, such as the ADA Scope of Dietetics Practice Framework, the Standards of Professional Performance and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.	**Upon completion of the CP, graduates are able to:** CP 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the ADA Scope of Dietetics Practice Framework, Standards of Professional Performance and Code of Ethics for the Profession of Dietetics CP 2.2 Demonstrate professional writing skills in preparing professional communications (such as research manuscripts, project proposals, education materials, policies and procedures) CP 2.3 Design, implement and evaluate presentations considering life experiences, cultural diversity and educational background of the target audience CP 2.4 Use effective education and counseling skills to facilitate behavior change CP 2.5 Demonstrate active participation, teamwork and contributions in group settings CP 2.6 Assign appropriate patient care activities to DTRs and/or support personnel considering the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility CP 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice CP 2.8 Demonstrate initiative by proactively developing solutions to problems CP 2.9 Apply leadership principles effectively to achieve desired outcomes

	CP 2.10 Serve in professional and community organizations CP 2.11 Establish collaborative relationships with internal and external stakeholders, including patients, clients, care givers, physicians, nurses and other health professionals, administrative and support personnel to facilitate individual and organizational goals CP 2.12 Demonstrate professional attributes such as advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic within various organizational cultures CP 2.13 Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration CP 2.14 Demonstrate assertiveness and negotiation skills while respecting life experiences, cultural diversity and educational background
3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations	
Knowledge Requirements	**Competencies/Learning Outcomes**
KR 3.1.The curriculum must reflect the nutrition care process and include the principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation. KR 3.2.The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention. KR 3.3. The curriculum must include education and behavior change theories and techniques.	**Upon completion of the CP, graduates are able to:** CP 3.1 Perform the Nutrition Care Process (a through d below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings CP 3.1.a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered CP 3.1.b.Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements CP 3.1.c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention CP 3.1.d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis CP 3.2 Develop and demonstrate effective communications skills using oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing CP 3.3 Demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods CP 3.4 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management merging consumer desire for taste, convenience and economy with nutrition, food safety and health messages and interventions CP 3.5 Deliver respectful, science-based answers to consumer questions concerning emerging trends CP 3.6 Coordinate procurement, production, distribution and service of goods and services CP 3.7 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals

4: Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations	
Knowledge Requirements	**Competencies/Learning Outcomes**
KR 4.1.The curriculum must include management and business theories and principles required to deliver programs and services. KR 4.2. The curriculum must include content related to quality management of food and nutrition services. KR 4.3. The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice. KR 4.4. The curriculum must include content related to health care systems.	**Upon completion of the CP, graduates are able to:** CP 4.1 Use organizational processes and tools to manage human resources CP 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food CP 4.3 Apply systems theory and a process approach to make decisions and maximize outcomes CP 4.4 Participate in public policy activities, including both legislative and regulatory initiatives CP 4.5 Conduct clinical and customer service quality management activities CP 4.6 Use current informatics technology to develop, store, retrieve and disseminate information and data CP 4.7 Prepare and analyze quality, financial or productivity data and develop a plan for intervention CP 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits CP 4.9 Obtain and analyze financial data to assess budget controls and maximize fiscal outcomes CP 4.10 Develop a business plan for a product, program or service including development of a budget, staffing needs, facility requirements, equipment and supplies CP 4.11 Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting CP 4.12 Participate in coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers
5. Support Knowledge: knowledge underlying the requirements specified above.	
SK 5.1. The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups. SK 5.2. The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism and nutrition across the lifespan. SK 5.3. The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology	

Appendix E: Student Information for Preceptors

Prior to your senior level supervised practice experiences, the following information and your resume will be presented to the preceptors for clinical, community and foodservice management supervised practice. This may be modified depending on the supervised practice.

Name
Address
Contact Information

Mission

Vision

Strengths

Improvements to be accomplished during the final supervised practice of the senior year

Work experiences prior to and during professional phase of the program

Major projects or reports: date, topic

List of diet instructions given to patients/clients: date, type of instruction, level of skill

Presentations: in-service or small group – date, topic, methods, and media

Computer skills: level of proficiency using listed programs

Extra-curricular activities: participation, leadership responsibilities, honors

Work and character references

Appendix F: Desired Qualities of Dietetics Professionals

A UI CPD graduate with desirable professional qualities will

1. communicate, verbally and nonverbally, a genuine interest for others,
2. communicate ideas and feelings effectively,
3. be open minded,
4. demonstrate an acceptance of human differences,
5. tolerate ambiguity,
6. demonstrate self-confidence,
7. demonstrate emotional stability,
8. exhibit a sense of humor,
9. strive to maintain objectivity,
10. demonstrate a willingness to learn,
11. demonstrate an openness to critique and evaluation,
12. demonstrate a high tolerance to stress and frustration,
13. demonstrate a positive regard for others, and
14. maintain awareness of personal biases and values and their effect on the relationship with others.